



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Management Services Technician

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$2,609 - \$3,690

**LOCATION:** Personnel Office, Administrative Division  
Sacramento, CA

**FINAL FILING DATE:** Until Filled

**DUTIES/RESPONSIBILITIES:** The Management Services Technician independently processes personnel documents and transactions as well as provides general clerical support.

- Serves as the primary receptionist for the Personnel Services Office. Screens telephone calls, greets visitors and refers inquiries to appropriate staff person for handling and/or personally provides assistance/responses related to general personnel information.
- Prepares and posts vacancy announcements on the CalHR ECOS and Commission websites; generates and clears certification lists; generates contact letters and prepares documents for reproduction and mailing.
- Independently performs both routine and complex clerical functions for assigned staff requiring knowledge and application of personnel procedures. Researches, gathers and compiles data used for various personnel projects, including but not limited to processing and ordering 25 Year Service Awards and Retirement gifts.
- Maintains and orders supplies for all office staff. Processes service maintenance requests for office equipment and maintains tracking logs of supply orders and service requests.
- Processes all incoming and outgoing mail which includes reviewing the incoming mail to determine if immediate attention is required.
- Maintains an efficient filing system for all personnel related documents and correspondence, management memos, SPB memos, DPA PMLs, SCO Pay Letters and ensure applicable manuals are updated.

**Desirable Qualifications:**

- Advanced word processing skills using Microsoft Office (Word, Excel, etc.)
- Excellent communication skills
- Highly developed organizational skills
- Outstanding attendance, punctuality and dependability
- Ability to be a team player, working effectively with co-workers and supervisor
- Ability to work under pressure and shift priorities
- Ability to demonstrate a high degree of independence, initiative and originality
- Ability to maintain confidentiality of highly sensitive information
- Experience working in personnel management field

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

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Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #208-238 and Position #208-5278-001 in the "Explanation Section" of the STD. 678.**

**Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: RPA #208-238  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814  
Phone: 916-654-4305

California Relay (Telephone) Service for the Deaf or Hearing-Impaired From hTDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922

